

**STATE ENHANCED 9-1-1
ADVISORY COMMITTEE
MEETING MINUTES
APRIL 17, 2003**

Members Present:

Chair, Dan Aycock, *Member at Large*
Mike Akin, *Association of Washington Cities - West*
Rebecca Beaton, *Washington Utilities and Transportation Commission (WUTC)*
JoAnn Boggs, *Small Rural Counties - East*
Bob Connell, *Verizon*
Dave Cowardin, *Washington State Association of Fire Chiefs*
Patty Danner, *Large Urban Counties - East*
Bill Graedel, *Washington State Association of Counties - East*
Jon Kaino, *Washington State Association of Counties - West*
Chris Mace, *Washington State Association of Sheriffs and Police Chiefs*
Jeanne Massingham, *Washington State Emergency Management Association (WSEMA)*
Lynn Mell, *T-Mobile USA*
Markus Volke, *Qwest*
Marj Williams, *Large Urban Counties – West*

Alternate Members Present:

Jerry Newcomer, *Washington State Ambulance Association*
Lanette Scapillato, *Small Rural Counties - West*
Patti VonBargen, *Association of Washington Cities – East*
Debra Willis, *Washington State Patrol*

Guests Present:

Ben Keller (*Garfield*), Pam Boad (*Mason*), Deanna Wells (*Cowlitz*), Tim Ticer (*Whatcom*), Richard Kirton (*Kitsap*), Diane Harrington (*Verizon*), Corey Ahrens (*WSCJTC*).

County Coordinators Present:

Kellie Ottmar (*Adams*), Bonnie Albertsen (*Asotin*), Roger Trump (*Columbia*), Cindy Barnd (*Cowlitz*), **Dennis English** (*Douglas*), Rose Parr (*Ferry*), Virginia Boyd (*Garfield*), Mary Allen (*Grant*), Peggy Fouts (*Grays Harbor*), Tracy Stringer (*Jefferson*), Steve Reinke (*Kittitas*), Cathy Bevans (*Klickitat*), **Lanette Scapillato** (*Lewis*), DeeAnn Edwards (*Lincoln*), **Mike Akin** (*Mason*), Kim Scott (*Okanogan*), Stephanie Fritts (*Pacific*), **JoAnn Boggs** (*Pend Oreille*), Jim Ricks (*San Juan*), Deb Welsh (*Skagit*), Dave Cox (*Skamania*), **Marj Williams** (*Snohomish*), Debby McCanna (*Stevens*), Dan Bardsley (*Wahkiakum*), **Dan Aycock** (*Walla Walla*), Dac Jamison (*Whatcom*) and **Patti VonBargen** (*Whitman*).

State Office Staff Present:

Bob Oenning, Kurt Hardin, David Irwin, Catherine Bartholomew, Teresa Lewis, Lorri Hergert and Dave Griffith

Welcome and Introductions:

Dan Aycock called the meeting to order at 9:40 am. Members and guests introduced themselves.

Review and Approval of the Minutes (March 20, 2003): Marj Williams motioned to approve the minutes from the March 20, 2003 meeting as written. Mike Akin seconded the motion. The motion carried.

Old Business:

Kurt Hardin recapped what the Advisory Committee recommended, regarding the issues from the March 2003 Coordinator Forum for counties with State operations contracts in FY2004.

- *County Coordinator Training Reimbursement* - accepted the Advisory Committee's recommendation of:
 - \$2,000 training for the County 911 Coordinator
 - Reimburse 100% of travel costs to all Coordinator Forums as specified in the State travel regulations.
- *MSAG Coordinator Training Reimbursement* – accepted the Advisory Committee's recommendation of:
 - Reimburse 100% of the travel costs to all Coordinator Forums as specified in the State travel regulations.
 - No additional training reimbursement for MSAG Coordinators.
- *Training reimbursement for Part-Time call taker backfill:*
 - Allow part-time call takers to backfill for training with the following conditions:
 1. straight-time for part-time call takers can be claimed for training backfill or salary assistance during the year but, not both –
 - full-time call takers meet the \$127,000 salary assistance threshold
 - simplifies documentation/audit trail
 2. overtime for full-time call takers to backfill for training is still allowed
 - Meets the Advisory Committee intent of allowing part-time call takers to backfill vacancies caused by training and is an effective way to implement the recommendation of the Advisory Committee.
- *MSAG Coordinator salary reimbursement* – accepted the Advisory Committee's recommendation.
 - MSAG Coordinator that is also a call taker cannot claim salary assistance
 - MSAG Coordinator that is also a call taker can utilize the \$2,000 to attend training
- *Reimbursement for All Coordinators to attend forums:*
 - continue to fund Coordinator attendance through operations contracts

LEC Interface Charges: *(under the Wireless Workgroup report)*

SUBCOMMITTEE REPORTS:

Wireless – Kurt Hardin and David Griffith

David Griffith discussed the FCC issues. The FCC is holding a coordinator initiative meeting on Wireless E911 issues on April 29, 2003. Bob Oenning will be attending the meeting. The State office along with the WUTC have prepared a list of answers to questions the National Association of Regulatory Utilities Commissioners (NARUC) is preparing for distribution at the FCC meetings.

There continue to be concerns over the FCC's use of fines and penalties against wireless carriers who have been slow to follow the FCC's implementation schedule for wireless Phase II E911 service. The possibility of carriers seeking legal remedies could lead to additional delays. The E911 community is stressing the need for mutual cooperation.

David discussed the comments from the Wireless Enhanced 911 funding WAC 118-66 hearing **[ENCL 1]** that was held on March 28, 2003 at the Radisson Hotel in SeaTac, WA. A copy of WAC 118-66 **[ENCL 2]** was handed out. There will be a couple of minor changes (*formatting*) made to the WAC before it will be filed final as a CR-103. David went thorough some of the changes to the definitions of the WAC.

Phase I Service Agreements: Kurt stated that all carriers now have service agreements in place, with the exceptions of Cingular, Cricket and US Cellular. The current service agreements are available on the E911 website for review or downloading (<http://emd.wa.gov/2-e911/phase1-agreements/phase1-idx.htm>).

LEC Interface Costs: Kurt Hardin stated that several wireless carriers now have more than one MSC serving the same counties and at least one carrier has multiple MSCs serving every county in the state. What that means is LEC interface costs will go up due to an increased number of trunks from the MSC to the selective router. Discussion ensued.

Bob Oenning brought up another issue '*mapping*'. He suggested that the Technical sub-committee, for the time being, turn into a GIS sub-committee and have them start working the issue of mapping across the statewide. There is a large group of MSAG Coordinators that are willing to be a part of this sub-committee, to help work on this issue. Bob Connell noted that the company that King County, has experience with maintaining their mapping system, could be used as a resource and will be giving a presentation in Everett, Washington at the Verizon office next Thursday afternoon. Bob has sent out some invitations to attend that presentation and is extending that invitation to anyone that is interested. Bob Connell asked that if anyone is interested to please email him at Bob.Connell@verizon.com so that he can make the proper arrangements for you to attend. David Irwin stated that he would set-up a presentation with other vendors if anyone is interested, please let him know via email D.Irwin@emd.wa.gov.

Carrier Cost Recovery: Kurt Hardin reported that a letter from Bob Oenning will be going out to the carriers on cost recovery in the near future.

Kurt Hardin presented the Phase I Order spreadsheets **[ENCL 3]** and the Phase II Order spreadsheet **[ENCL 4]**. Kurt noted that all Phase I implementation needs to be completed by June 30, 2003, if the state office is to pay the non-recurring LEC costs. If you have any changes or additions, please submit those to Doug Gehrke and/or Kurt Hardin.

Default Routing: David Griffith presented a diagram of default routing **[ENCL 5]**. David asked if anyone else would like to serve on this sub-group to please let Marlys Davis or him know. He stated that the issue regarding default routing should be able to be dealt with in one meeting, so that the misroutes experienced in the past do not reoccur.

Inter Office Tandem Transfer: David Irwin reported that he talked with Markus Volke of Qwest regarding this issue. David is looking at the issue and making the capability useful. He stated that if you want more information regarding this to contact him at (253) 512-7017 or D.Irwin@emd.wa.gov.

Wireless E911 PSAP Response Policy [ENCL 6] – Kurt Hardin reported that King County put this document together and it is draft form. Kurt stated that you may use this for a policy on wireless 911 hang-up call response. You can either use it as is or amend to fit your county.

Kurt Hardin reported on a news release dated April 7, 2003, that was sent out by King County **[ENCL 7]** regarding accidental wireless 911 calls. The city of Seattle and the State office is gearing up for a public education campaign to deal with this and other wireless issue, starting July 1. Kurt also announced that there is still no chair for the Public Education sub-committee and reminded everyone that any member of the Advisory Committee as well as any County Coordinator is eligible to the chair.

STATE OFFICE REPORTS:

Legislation:

Bob reported that the House 2004-2005 budget for E911 looks the same as the Senate 2004-2005 budget, which means that the State E911 office is in good shape. The supplemental budget for 2003 passed, but had not impact on 911.

Bob handed out a fact sheet on Office for Domestic Preparedness fact sheet **[ENCL 8]**. There has been some inquiries about where the money goes that comes into Emergency Management.

Bob reported on some of the Legislation bills that impact E911 and WIN 21, which passed **[ENCL 9]**. It was asked that the state office keep the Advisory Committee and the county coordinators up to date regarding these bills.

Financial Status:

Catherine Bartholomew reported on the State Office's Financial Status **[ENCL 10-14]**. Catherine wanted to thank all the counties for getting all their information in on time and for being patient with the State office during these times of getting next years contracts ready. It is very appreciated.

National Issues:

Bob Oenning reported that the NENA SWAT is moving ahead. The final report will come out in May and will go to the congressional 911 caucus for action. There has been a tremendous amount of effort put into this committee.

David Griffith covered the FCC issues under the Wireless report.

NEW Business:

PSAP Regionalization Funding:

Kurt Hardin presented the PSAP Regionalization funding possibilities. Currently there are only four counties that are considering regionalizing at this time, which are Douglas/Chelan and Whitman/Asotin. There is a cost to combine two PSAP centers. Usually local 911 funds are already committed for operations and assistance is required outside the 911 funding sources. The State office is proposing to fund a portion of the regionalization if there is a cost saving and the interested counties agree.

Fund Non-Recurring Regionalization Costs

- based on a three year cost savings
- to provide funds outside operations contract
- funding can be used for building, radio configuration, etc., as long as it is 911 related
- limited to the cost savings of a 3 year period

For example of how this would work:

County A

- local 911 revenue is \$25,000
- eligible 911 costs is \$175,000
- annual State assistance is \$150,000

County B

- local 911 revenue is \$35,000
- eligible 911 costs is \$200,000
- annual State assistance is \$165,000

If Counties A & B consolidated into one facility or County B answered all 911 calls for County A: There would be consolidated operations costs of \$350,000, which comes from:

- local revenue \$60,000 (\$35,000 + \$25,000)
- State revenue required \$29,000
- Previous state assistance required \$315,000 (annual savings of \$25,000)

The eligible amounts available would be \$75,000 (\$25,000 for 3 years) split between the two counties. Funds will be recouped in three years through reduced operating costs and the savings will come in the fourth year.

If two counties consolidate what does this mean to their Operations contracts? Nothing, the same eligibility applies:

- Total eligible costs less local 911 revenue for both counties = eligible state funding
- \$254,000 for salaries (\$127,000 x 2)
- 1 Coordinator for each county
- MSAG/Mapping Coordinator funds for each county
- Other 911 eligible items would be for on PSAP

Summary of PSAP Regionalization:

- on a voluntary basis
- it would take up to two years to complete
- funded separately from operations/wireless contracts
- split between wireline and wireless funding sources as appropriate

Discussion ensued regarding this issue.

Dave Cowardin motioned to have the State office contact the states Attorney General to see if funding of regionalization PSAP and have the State office develop some cost projection and report back to the Advisory Committee as early as possible. Jon Kaino seconded the motion. Jeanne Massingham requested to table this motion until Marlys Davis and Chris Fischer can be present to address this issue. ***Jon Kaino called for the question. The motion passed.***

The next meeting will be held THURSDAY, MAY 22, 2003 at THE RADISSON SEATAC HOTEL).

ACTION ITEMS:

Review and Approval of the Minutes (March 20, 2003): Marj Williams motioned to approve the minutes from the March 20, 2003 meeting as written. Mike Akin seconded the motion. The motion carried.

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